



We are a welcoming, caring and stimulating school. We inspire a love of learning by nurturing potential, fun and happiness. We celebrate our success as we achieve high standards in all aspects of life; allowing children to grow spiritually, morally and socially within a strong Christian ethos.

*"I have come in order that you may have life – life in all its fullness"*  
**John 10:10**

**ELVINGTON CHURCH OF ENGLAND PRIMARY SCHOOL**  
**Minutes of the meeting of the Full Governing Body held on**  
**Tuesday 19<sup>th</sup> September 2023 at 6pm**

Present                      Andrew Buttery (Headteacher)                      Jodie Sharma (Chair)  
                                      Charlotte Palmer (*joined 19:03*)                      Dave Brett  
                                      Chris Bjoke    Bruce Cole

In Attendance              Caroline Rigden (Governance Support Officer / Clerk)

		ACTION
1.	<p><b><u>Welcome and Opening Prayer</u></b></p> <p>The Chair welcomed everyone to the meeting.  The meeting opened in prayer led by the Headteacher.</p>	
2.	<p><b><u>Apologies for absence and declarations of interest</u></b></p> <p>Apologies were received, with consent, from Katy McCaffery, Samantha Ware, and Rosanne Jackson-Stanton.</p> <p>Charlotte Palmer would be joining the meeting later.</p> <p>Governors were reminded to complete their Business Interest forms and to return to them to the clerk at the end of the meeting.</p> <p>Governors were also reminded about the code of conduct.</p> <p>There were no declarations of interest.</p> <p>Governors agreed to delay items which required voting until later in the meeting once Charlotte Palmer had joined the meeting.</p>	
7.	<p><b><u>Headteacher's Report</u></b>  <i>(Taken out of order)</i></p> <p>The Headteacher gave a verbal update.  There were 124 pupils on roll with 22 pupils joining the school in Reception. The new starters had had a positive start to the year and there had been feedback from parents about the nurturing environment school had.</p> <p>An open morning had already been planned for next year's intake. There had also been an article in York Press which has already seen enquiries from villages outside the catchment area.</p> <p>There had been no racial, homophobic, or bullying incidents.  A support review was being sought for a pupil in KS2.</p>	

	<p>There were currently no recruitment needs, but this was being kept under review with potential changes identified. Any changes made would initially be sought by reallocation of existing resources to ensure continuity for pupils.</p> <p>An observation week was planned for the first week in October, with a visit from Derek Sutherland, Head of Effectiveness &amp; Achievement at City of York Council, on Thursday 5<sup>th</sup> October for a learning walk, which governors were invited to join.</p> <p>The Headteacher updated governors on Premises issues. With RAAC (Reinforced Autoclaved Aerated Concrete) in the news he had felt it was important to reassure parents that the school was safe, so had commissioned a building survey. A letter had been issued on September 2<sup>nd</sup> to this effect. The survey results had also been shared with City of York Council and North Yorkshire Council. Some windows had been replaced during the summer break, with costs covered by CYC.</p> <p>Academic outcomes had been uploaded to the school website. National data was not yet available to benchmark against.</p> <p>The Church School Distinctiveness Lead was now in place with Yvonne Methley taking on the role. There were 13 Pupil Worship Leaders from all years throughout the school, who would have some additional learning around the responsibility. They would be working towards a performance at the end of the half term.</p> <p>There had been school visits for class 4 and 5 to the Outdoor Centre at Drax. Speech and Language visits were also planned for later in the term.</p> <p>There has been a focus on attendance as this has been identified as a priority and following CYC policy, with CPOMS being used to track issues. There has been contact with the attendance team at CYC so that early support for families could be accessed. It was important to stick to policy over holiday requests while maintaining positive relationships with families.</p> <p>The Headteacher finished his report by stating it had been a positive start to the year and there had been an increase seen in parental engagement.</p>	
8.	<p><b><u>School Development Plan (SDP) and Self Evaluation Form (SEF)</u></b> <i>Previously distributed (Taken out of order)</i></p> <p>The Headteacher informed governors that the most up to date versions of the SDP and SEF documents would be held on the governor's google drive.</p> <p><b><i>The Chair commented that the new format of the SDP was a good tool for governors to be able to track what, where, and when progress was made.</i></b></p> <p>The Headteacher gave an overview of the changes made from the previous year highlighting that some outcomes were adjusted so they would be easily monitored and measurable. The SDP would be for the whole academic year and would use specific planned actions in a chronological approach.</p> <p>The Chair suggested that instead of it being a rolling updated document that versions be used so that tracking would be easier. It was agreed that versions would be used, with an updated version added to the google drive at the end of every month for governors to view.</p>	

***A governor asked how were the KPIs measurable.***

The Headteacher replied using an example of the implementation of the phonics scheme Little Wandle but added that some of the KPIs may not have a direct measure but an indirect one.

Further discussion around how many KPIs were in the document and whether they would be better as actions resulted in the agreement that these could be narrowed down further and have a more exact measurement so that it could be clearly marked as achieved.

***A governor asked why the only date to be achieved by was the end of the academic year.***

The Headteacher explained that this was the overall goal but that other dates would be set too throughout the year as actions were worked on.

The Headteacher added that links to the website to relevant information had been included in the so that these were easily accessible for those reading the document. He suggested that governors look at the new reading and phonics page of the website as it had support and reference links for parents.

***A governor asked what 'Sonar' was.***

The Headteacher explained that it was a tracking system used to track foundation subject progress, which was user friendly and intuitive. He had been given free access to it due to using a previous product.

The Chair requested that a demonstration of the programme would be shown to the Achievement and Curriculum Committee.

The Headteacher gave a quick overview of changes to the SEF.

***A governor asked what the impact would be of the admission over the PAN (Published Admission Numbers) of two additional pupils.***

The Headteacher explained that although there was a PAN of 20, the year above was a smaller cohort, and this had been taken into account. If the trend continued this would need to be monitored to stay within the overall school capacity of 140.

The Headteacher shared that more detail had been added to the leadership and management section linked to pupil results, Pupil Premium, and Sports Premium information. Parent feedback had also been included to show positive reviews.

The SEF needed to be all encompassing, forming golden threads for OFSTED, and show how data was used.

***A governor asked whether there would be additional information added to the curriculum section that covered the wider curriculum.***

The Headteacher agreed that more detail could be added in terms of approach to this section and could include school performances and the improvement in confidence of pupils as they moved up the school.

The Headteacher explained that the company used for school productions was Starshine Music, who were value for money for an excellent service. The variety of shows available meant that pupils could develop skills and knowledge of different stories that may never have been heard of otherwise.

*Charlotte Palmer joined the meeting at 19:04*

3.	<p><b><u>Succession Planning</u></b></p> <p>Governors had a brief discussion around the future of the governing board.</p>	
16.2	<p><b><u>Governor Vacancies</u></b> <i>(Taken out of order)</i></p> <p>The Chair noted that there were 1 LA, 1 foundation, and 3 co-opted governor vacancies.</p> <p>It was agreed that as Jodie Sharma no longer had children at the school she could become co-opted governor to free up a Parent Governor space.</p> <p><i>Jodie stepped out the room during the vote.</i></p> <p>Jodie Sharma was proposed as a Co-opted Governor by Chris Bjoke and seconded by Bruce Cole. <b>APPROVED:</b> Governors voted to accept Jodie Sharma as a Co-opted Governor.</p> <p>The Headteacher confirmed that an advert had been placed in the Church publication for a foundation governor,</p> <p>The Chair had been in discussions with a potential applicant for a Co-opted Governor vacancy.</p> <p><b>ACTION:</b> Send governor application forms to the Chair.</p> <p><b>ACTION:</b> Contact Debra Wilcock, CYC Governance Services, to ask if any progress had been made to find a Local Authority Governor for the School.</p> <p><b>ACTION:</b> The Headteacher would arrange for the Parent Governor Election Letter to go out the next week.</p> <p><b><i>A governor wondered if it would be possible to identify and contact people with different life experiences to think about joining the governing board to help improve diversity.</i></b></p>	<p>CLERK</p> <p>CHAIR</p> <p>HT</p>
4.	<p><b><u>Election of Chair and Vice Chair</u></b></p> <p>Nominations for the role of Chair were received for Jodie Sharma. No further nominations were received. Proposed by Bruce Cole, seconded by Chris Bjoke.</p> <p><b>Approved:</b> Governors voted, unanimously, for Jodie Sharma as Chair for the next year.</p> <p>Nominations were received for the role of Vice Chair for Katy McCaffery. No further nominations were received. Proposed by Jodie Sharma, seconded by Dave Brett.</p> <p><b>Approved:</b> Governors voted, with a majority, for Katy McCaffery as Vice Chair for the next year, with one abstention (conflict of interest).</p>	
5.	<p><b><u>Minutes of the meeting held on 11<sup>th</sup> July 2023</u></b> <i>Previously distributed</i></p> <p>The minutes were agreed to be a true and accurate record of the meeting and duly approved.</p>	

6.	<p><b><u>Action Plan and Matters Arising not covered by the agenda</u></b></p> <p><b>Action plan:</b></p> <table> <tr> <th></th><th>Action</th><th>Update</th></tr> <tr> <td>1.</td><td>Governors to email confirmation to Katy McCaffrey that they have read KCSIE 2023 guidance.</td><td>Incomplete. <b>ACTION:</b> Clerk to check with Katy the status of this action.</td></tr> <tr> <td>2.</td><td>Chair and Katy McCaffrey to meet to discuss plans for governor induction and support.</td><td>Incomplete, rolled over.</td></tr> <tr> <td>3.</td><td>Clerk to analyse training gaps and send relevant training links to governors.</td><td>Will be ongoing. Safeguarding training NGA link from Clerk, let clerk know training has been complete so that can update</td></tr> </table> <p><b>Matters arising:</b> There were no further matters arising.</p>		Action	Update	1.	Governors to email confirmation to Katy McCaffrey that they have read KCSIE 2023 guidance.	Incomplete. <b>ACTION:</b> Clerk to check with Katy the status of this action.	2.	Chair and Katy McCaffrey to meet to discuss plans for governor induction and support.	Incomplete, rolled over.	3.	Clerk to analyse training gaps and send relevant training links to governors.	Will be ongoing. Safeguarding training NGA link from Clerk, let clerk know training has been complete so that can update	CLERK
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9.	<p><b><u>Link Responsibilities</u></b></p> <p>The Chair reported that there was the need to appoint a new Safeguarding Link governor as Katy McCaffrey had stepped down from the role.</p> <p>After discussion it was agreed that Bruce Cole would take on the role, with support from the Headteacher.</p>													
10.	<p><b><u>Update on Strategy</u></b></p> <p>The Chair posed the question to governors whether a piece of work should take place around looking at joining an academy trust. Governors then had a discussion around this, including which MATS were already in the local area and they agreed that they should be looked at in more detail. It was agreed that a working party would be set up, starting in January with Chris Bjoke leading the group. Any governor who was interested was invited to join the group.</p> <p><b><i>A governor commented that it was important for this work to be open and transparent, and with due diligence.</i></b></p> <p>The Chair then suggested that this piece of work would help form the basis of a three- and five-year vision for the school.</p>													
11.	<p><b><u>Update on catering costs</u></b></p> <p>The Headteacher reported to governors that following the increase in meal price to £3.50 had been accepted without comment by parents, with meal numbers similar to last year. Breakfast Club had been popular, with an increase in numbers. If the numbers increased further there a review of staffing levels would be needed.</p> <p><b><i>A governor asked if there had also been an increase to Afterschool Club.</i></b> The Headteacher confirmed that this was the case as it offered good value compared to other settings. He was concerned that some children could be doing long days which may affect them</p>													

	towards the end of term.	
12.	<b>Academy Update</b> Covered under item 10.	
13.	<b>Marketing</b>  This item had been covered earlier in the Headteacher's report.  A governor suggested that a source of potential marketing could be estate agents, with a line in a house listing stating the house was in the catchment area for Elvington.  <b>ACTION:</b> Ask Samantha Ware to make contact with estate agents to discuss this idea.	SW
14.	<b>Committee Reports</b>  A) Staffing, Finance and Premises – Terms of reference (TOR) for review  B) Achievement and Curriculum – Terms of reference (TOR) for review  Governors reviewed both TORs and accepted them without change.	
15.	<b>Policies for Review/Renewal (standing item) - previously distributed</b>  It was noted that 25 policies had been updated for review/renewal. These were taken as read with questions, amendments or comments invited from the Headteacher.  <b>A governor enquired whether school needed a surveillance policy.</b> The Headteacher explained it was to cover CCTV and monitoring, so although school did not have cameras, it was a policy that Veritau (Audit/Assurance service) required.  <b>A governor asked whether 'organisations using school premises' meant regular users or one-off users in the Allegations Policy.</b> The Headteacher replied that it was for any user of the premises and as it was for benefit of community.  <b>A governor asked why a section of the Capability Policy had been highlighted.</b> The Headteacher had highlighted this as it was a new requirement and needed to be confirmed.  <b>A governor asked what the Capability Policy covered.</b> The Headteacher confirmed that it was a policy around performance.  <b>A governor asked whether the Remissions Policy should also have been reviewed.</b> The Headteacher would check this with Nicola Jolly.  <b>A governor asked of the Grievance Policy that if yellow highlights showed updates what did blue highlights mean.</b> The Headteacher would check with Nicola Jolly what these were and resolve any issues.  <b>A governor asked why there was a policy for Low Level Safeguarding Concerns when it could be included in the main Child Protection Policy.</b>	

	<p>The Headteacher replied that it was a Veritau policy but would check if it could be moved back to the main policy.</p> <p><b>A governor commented that there had been a lot of changes to the SEND (Special Education Needs and Disabilities) policy.</b> The Headteacher explained that it had had the updated links to the Local Offer. It had been checked and approved by CYC.</p> <p><b>A governor commented that some governor details in the Emergency Plan were out of date and suggested that governors ensure that school had up to date details for them.</b></p> <p><b>A governor asked why Covid had been removed from the Infection Control Policy.</b> The Headteacher would check this with Nicola Jolly and update governors with the answer.</p> <p><b>APPROVED:</b> Governors agreed to approve all policies subject to any amendments highlighted above.</p> <p><b>ACTION:</b> Headteacher to check with Nicola Jolly details on the Remissions, Grievance, and Infection Control Policies.</p> <p><b>ACTION:</b> Governors to ensure the contact details school held were up to date.</p>	HT  ALL GOVS				
16.	<p><b>Governor Business</b> <i>Previously distributed</i></p> <p>1. <u>Training report</u> Discussed earlier under item 6.</p> <p>2. <u>Governor vacancies.</u> Covered earlier in the meeting under item 3.</p>					
17.	<p><b>Review of Upcoming Events in the School Calendar (standing item)</b></p> <p>The Headteacher shared that the Harvest Festival would take place on 12<sup>th</sup> October and would be supporting York Food Bank. He had invited York Food Bank to attend collective worship and share how foodbank affects local community.</p> <p>Parents evening was planned for 24<sup>th</sup>/26<sup>th</sup> October.</p>					
18.	<p><b>Any Other Business</b></p> <p>Governors were reminded to submit their new profiles for the website as soon as possible.</p> <p>The Chair requested that Area Links contact their teachers/Leads to arrange a visit.</p> <p>The Chair shared that the Headteacher’s interim appraisal would need to be completed this term and a meeting would be arranged for this.</p>					
19.	<p><b><u>Date and Time of Future Meetings</u></b> <i>Previously distributed</i></p> <table><tr><td>Staffing, Finance and Premises Committee</td><td>21<sup>st</sup> November 2023</td></tr><tr><td>Achievement and Curriculum Committee</td><td>5<sup>th</sup> December 2023</td></tr></table>	Staffing, Finance and Premises Committee	21 <sup>st</sup> November 2023	Achievement and Curriculum Committee	5 <sup>th</sup> December 2023	
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	Staffing, Finance and Premises Committee Full Governing Body	16th January 2024 30 <sup>th</sup> January 2024	
	<b>The meeting ended at 20:10pm.</b>		

**Minutes to be approved by the Chair, at the meeting to be held on 30<sup>th</sup> January 2024.**

**Action Plan following the meeting held on 19<sup>th</sup> September 2023**

	<b><i>ACTION</i></b>	<b><i>AGENDA ITEM</i></b>	<b><i>WHO</i></b>	<b><i>WHEN</i></b>
<b>1.</b>	Clerk to check with Katy the status of this action.	6	<i>Clerk</i>	Complete
<b>2.</b>	Chair and Katy McCaffrey to meet to discuss plans for governor induction and support.	6	<i>JS and KM</i>	ASAP
<b>3.</b>	Ask Samantha Ware to make contact with estate agents to discuss this idea.	13	<i>Sam Ware</i>	30/01/2024
<b>4.</b>	Headteacher to check with Nicola Jolly details on the Remissions, Grievance, and Infection Control Policies.	15	<i>HT</i>	ASAP
<b>5.</b>	Governors to ensure the contact details school held were up to date.	15	<i>ALL GOVERNORS</i>	ASAP
<b>6.</b>	Send governor application forms to the Chair.	16.2	<i>CLERK</i>	COMPLETE
<b>7.</b>	Contact Debra Wilcock, CYC Governance Services, to ask if any progress had been made to find a Local Authority Governor for the School.	16.2	<i>CHAIR</i>	ASAP
<b>8.</b>	The Headteacher would arrange for the Parent Governor Election Letter to go out the next week.	16.2	<i>HT</i>	25/09/2023

**Agenda items for future meetings:**

Achievement and Curriculum Committee  
Sonar demonstration.